



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH, DEVELOPMENT AND ACQUISITION  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

MEMORANDUM FOR DISTRIBUTION


Subj: DoD CONTRACTING COMPETENCY ASSESSMENT

Human Capital planning for the DoD acquisition community is one of USD(AT&L)'s key objectives. Understanding the baseline capability of the community is necessary to ensure effective human capital planning. With the support of many of our contracting personnel, OSD developed the Department's Contracting Competency Model and is now ready to deploy the model across the contracting workforce. USD(AT&L) is requiring all civilian and military members of the DoD contracting workforce to complete the Contracting Competency assessment (Attachment 1).

We are now ready to complete the competency assessment within DoN. The results of this assessment will be used to provide a complete inventory of competencies which exist in the Department's Contracting workforce; identify current and projected competency gaps; and support workforce development in ways to best fit the strengths and weaknesses of the workforce and the needs of the contracting mission.

The Contracting Competency Assessment is a user friendly web-based multiple choice survey developed to identify current DoD-wide contracting capabilities. Each of the contracting professionals identified on your competency survey listings will receive a follow-on email from the Center for Naval Analyses within the next few days. This message will contain a link to the assessment website and each individual's log-on. Once they access the website, they should expect the assessment to take about one hour.

Attachments 2 through 7 provide information regarding the contracting competency effort in general and instructions to complete the assessment. Please notify your contracting professionals and encourage them to participate. If you have questions or comments, address them to Bob Johnson at [robert.f.johnson@navy.mil](mailto:robert.f.johnson@navy.mil) or 703-692-2936.

  
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